

**Senior Advisory Committee  
Tuesday, May 15, 2012  
Town Hall, Old Town Road  
10:15a.m.**

Present: Chair Gail Pierce, Sandra Kelly, Betsey DeMaggio, Marguerite Donnelly, Sandra Hopf, Dorothy Graham, Betsy Theve, Ann Henault and Linda Spak. Janet Merritt and Howell Conant were in the audience. Deputy Town Clerk Millie McGinnes was present for the recording of minutes.

Gail Pierce called the meeting to order at 10:15 a.m.

**Approve Minutes of Meeting April 17, 2012**

Ms. Theve moved to approve the minutes of April 17, 2012 as amended. Ms. Spak seconded the motion and it carried.

9 Ayes (Pierce, Spak, Kelly, Theve, DeMaggio, Graham, Donnelly, Hopf, Henault)      0 Nays

**Welcome New Member Ann Henault**

Ms. Pierce welcomed newly appointed board member Ann Henault.

**Senior Advisor Coordinator**

It was noted that the Senior Advisory Committee was funded with \$5,000 for the upcoming fiscal year, a portion of which will fund a senior coordinator position. Ms. Graham gave kudos to Ms. Spak for her speech at the Financial Town Meeting requesting additional funds. Ms. Donnelly asked to go on record stating she felt the group was over-reaching to ask for funding beyond the \$5,000 granted.

a. Job Description

The senior advisor coordinator job description drafted by Ms. Kelly, Ms. Spak and Ms. Merritt was distributed. The description was reviewed and changes were made. It was noted that the new employee would be responsible to and report to the Senior Advisory Committee.

Later in the meeting, Ms. Theve moved to accept the job description as amended. Ms. DeMaggio seconded and the motion carried.

9 Ayes (Pierce, Spak, Kelly, Theve, DeMaggio, Graham, Donnelly, Hopf, Henault)      0 Nays

Ms. Kelly, Ms. Spak and Ms. Merritt were thanked for their work.

Later in the meeting, following the discussion of the structure and salary of the position, Ms. Theve made a motion to amend the job description by removing "maintain worklog." The motion was seconded by Ms. Kelly and carried.

9 Ayes (Pierce, Spak, Kelly, Theve, DeMaggio, Graham, Donnelly, Hopf, Henault)      0 Nays

b. Selection Committee

Later in the meeting an interview committee was considered. Ms. Graham made a motion to appoint an interview subcommittee consisting of Sandra Hopf, Sandra Kelly and Gail Pierce. The motion was seconded by Ms. Henault and carried.

9 Ayes (Pierce, Spak, Kelly, Theve, DeMaggio, Graham, Donnelly, Hopf, Henault) 0 Nays

#### c. Procedure for Posting

It was noted that the Town Manager's Office will assist with posting the job advertisement. The interview subcommittee will work with the Town Manager.

#### d. Salary

A lengthy discussion ensued regarding the amount and structure of the salary for the coordinator. From the audience, Howell Conant offered input regarding the structure of both the employee's relationship to the board and the salary. Ms. Donnelly stated that she was in favor of allotting only \$3,500 to a coordinator position, as much of the work is being done by volunteers and starting low gives the position room to grow.

Ms. Theve made a motion to allot up to \$4,000 to a senior coordinator position. Ms. Graham seconded the motion and it carried.

9 Ayes (Pierce, Spak, Kelly, Theve, DeMaggio, Graham, Donnelly, Hopf, Henault) 0 Nays

Ms. Spak moved to advertise a part-time senior coordinator position based on an annual amount of up to \$4,000. Ms. Theve seconded the motion and it carried.

9 Ayes (Pierce, Spak, Kelly, Theve, DeMaggio, Graham, Donnelly, Hopf, Henault) 0 Nays

#### **Update on ongoing activities-**

Earlier in the meeting Town Manager Nancy Dodge reported that she was working with the Neptune House to get the water aerobics program re-established and to sort out the insurance issues. She noted that she will ask about the installation of stairs while she is addressing the issues.

#### Block Island Bulletin Board... publicity

Ms. Kelly reported that there were 161 members of the Bulletin Board and there have been about 275 postings to date. Ms. Kelly researched the cost of advertisements and will place an ad in the classifieds promoting the Bulletin Board soon.

#### Soup Group and Lunch Bunch

It was noted that the Lunch Bunch is going strong. Ms. DeMaggio, Ms. Donnelly and Ms. Kelly left the meeting at 11:30 to work at Lunch Bunch.

#### More Publicity

#### Rename Soup Group

#### Change Menu

Ms. Pierce reported that the numbers at Soup Group are dwindling and lunch needs to be refreshed. This item will be addressed at the next meeting.

#### **Seniors with Seniors... activities**

This item was tabled as the school year is wrapping up.

**Newport Flower Show – Friday, June 22- Sunday, June 24**

Ms. Pierce stated that she would survey trip interest through the Bulletin Board.

**Next Meeting – Tuesday, June 19, 2012 at 10:15 a.m.**

Additional items for the next agenda include:

- Senior tax exemption
- Block Island Bulletin Board administration

Ms. Theve made a motion to adjourn the meeting at 11:48 a.m. Ms. Henault seconded with all in favor.

Millie McGinnes  
Deputy Town Clerk

Approved: June 19, 2012